

## Record of 2015 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Meeting #2015-1 on January 27, 2015		
<b>Year in Review</b>	<p><b>Decision #2015-01:</b> Characterize 2014 as a “year of creating structure” and 2015 as a “year of consolidation and innovation”</p> <p><b>Decision #2015-02:</b> Because time is precious and there is still much consolidation work to be done in 2014, be strategic about “strategic directions” – only go down pathways where energy and alignment can lead to an idea being implemented</p>	<p><b>Action #2015-01:</b> Prepare a 1-page conversation-starter on “strategic directions” and address three topics:</p> <ol style="list-style-type: none"> <li>1. What to consolidate</li> <li>2. What to innovate</li> <li>3. How to build profile with the community and donors</li> </ol> <p>(Action by Andrea) <b>DONE</b></p>
<b>Report from the Chair</b>	<p>(a) Director Vacancy as of April 2015 when Daron Jennings officially resigns</p> <p><b>Decision #2015-03:</b> Determine whether there is a need to recruit a replacement Director, or whether that might be counter-productive because of the possible impact on team dynamics while the BICF is in a consolidation phase</p> <p><b>Decision #2015-04:</b> Establish a <i>Standing Nomination Committee</i> to review and refine the ‘Nomination Criteria for Directors’ in the BICF Constitution</p> <p><b>Decision #2015-05:</b> Appoint Kathy, Kristen and Jennifer to the Standing Nomination Committee</p> <p>(b) Protocol for public statements by Directors</p> <p><b>Decision #2015-06:</b> BICF should not be an advocate on behalf of Grant Recipients; rather, our role is to support and encourage community.</p> <p><b>Decision #2015-07:</b> A Director may only invoke the BICF name in a public statement, especially if in written form, with the prior agreement of the Board.</p> <p>(c) Budget for conference expenses</p> <p><b>Decision #2015-08:</b> Establish a total budget of \$3000 to compensate Directors (2) for travel expenses in attending the Calgary Conference in May 2015</p> <p><b>Decision #2015-09:</b> Soren and Julia will represent BICF at the Calgary Conference</p>	<p><b>Action #2015-02:</b> In the conversation-starter on Strategic Directions, identify whether there is a specific gap that might potentially be filled by a replacement Director (Action by Andrea) <b>DONE</b></p>
<b>Treasurer’s Report</b>	<p><b>Decision #2015-10:</b> Approve the Financial Report as presented and as amended to reflect:</p> <ol style="list-style-type: none"> <li>a) Addition of \$2500 line item for 2015 AGM</li> <li>b) Addition of \$3000 line item for 2015 Calgary Conference</li> <li>c) Deletion of \$1500 line item for Howe Sound Community Collaboration</li> </ol> <p>Motion moved by Soren; seconded by Julia</p>	

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<b>Treasurer's Report</b> (continued)	<b>Decision #2015-11:</b> Allocate \$25,000 towards 2015 <i>Community Impact Grants</i> and a second \$25,000 to initiate the <i>Community Impact Endowment Fund</i> Motion moved by Soren; seconded by Julia	
<b>Community Impact Grants</b>	<b>Decision #2015-12:</b> Grants Committee to recommend a protocol for Spring and Fall Grants	
<b>Vital Conversations</b>	<b>Decision #2015-13:</b> Because of the substantial work involved, defer serious consideration of the <i>Vital Conversations Dinner Concept</i> until 2017.	
<b>Maggie Cumming Endowment Fund</b>	<b>Decision #2015-14:</b> Establish a total "2015 budget amount" for granting from the Endowment; and from this amount, allocate a portion for non-municipal projects.  <b>Decision #2015-15:</b> Establish a policy on what the percentage contribution will be by BICF towards co-funded projects on municipal greenways/land.	<b>Action #2015-03:</b> Meet with CAO Kathy Lalonde to map a path forward for collaboration in 2015 (Action by Kim) <b>DONE</b>  <b>Action #2015-04:</b> Recommend 2015 budget, split for municipal and non-municipal projects, and percentage contribution for municipal projects (Action by Soren & Kim) <b>DONE</b>  <b>Action #2015-05:</b> Recommend whether to fund Tourism Bowen request from Endowment (Action by Soren & Kim) <b>DONE</b>
<b>Youth Initiative</b>		<b>Action #2015-06:</b> Ask the Youth Initiative funder to make a 3-yr financial commitment (Action by Soren) <b>DONE</b>
<b>Howe Sound Collaboration</b>		<b>Action #2015-07:</b> Follow-up with Ruth Simmons and explore the potential for collaboration with the Future of Howe Sound Society (Action by Kim) <b>DONE</b>
<b>Annual General Meeting</b>	<b>Decision #2015-16:</b> Colleen responsible for AGM organizational details, with Julia and Jennifer as her assistants	<b>Action #2015-08:</b> Inform Colleen that Julia and Jennifer will assist with AGM logistics (Action by Julia and Jennifer) <b>DONE</b>
<b>Odds and Ends</b>	<b>Decision #2015-17</b> (Grants for 150 <sup>th</sup> Anniversary of Confederation): Refer to Grants Committee for a recommendation on whether to get involved, partner with the historical society, and apply for federal funding  <b>Decision #2015-18</b> (Performance Tour by Six String Nation): Advise West Van Community Foundation that BICF would like to include Bowen in the tour  <b>Decision #2015-19</b> (Grant for Summer Student and January 31 Application Deadline): No go in 2015. Plan for an application in 2016	<b>Action #2015-09:</b> Bring forward a recommendation from Grants Committee on whether and how to apply for a 150 <sup>th</sup> Centennial Grant (Action by Andrea) <b>DONE</b>  <b>Action #2015-10:</b> Inform WVCF that BICF will host Six String Nation performance event (Action by Soren) <b>DONE</b>

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TOPIC	DECISIONS	ACTIONS
Record of Meeting #2015-2 on February 24, 2015		
<b>Electronic Decisions</b>	<p>On receipt of \$3,702 from the Knick Knack Nook Re-Use It Store Society, the Foundation will issue cheques for Knick Knack Nook Small Grants as follows:</p> <ul style="list-style-type: none"> <li>a) \$1,400 for the Bowen Children’s Centre’s No Child Left Behind Program;</li> <li>b) \$1,422 for the Homework Club at BICS and</li> <li>c) \$880 for the Mini Gardeners, Healthy Eaters Lunch Club Program at Family Place.</li> </ul> <p>Motion moved by Andrea and seconded by Soren</p>	
<b>Report from the Treasurer</b>	<b>Decision #2015-20:</b> Approve the 2015 Budget	
<b>Report from Nomination Committee</b>	<b>Decision #2015-21:</b> Meet with Jennifer Pardee and Joanne Gassman (in that sequence) to confirm that either would be willing to serve on the Board, and identify what gaps either could fill related to advancing the	<p><b>Action #2015-11:</b> Meet with Jennifer Pardee and Joanne Pardee (Action by Soren &amp; Kathy) <b>DONE</b></p> <p><b>Action #2015-12:</b> Place an ad in the UnderCurrent newspaper to make public the vacant Director position (Action by Soren &amp; Kristen) <b>DONE</b></p>
<b>Howe Sound Neighbourhood</b>		<b>Action #2015-13:</b> Report out on the outcome(s) of the Feb 28 meeting of the six Howe Sound community foundations (Action by Kim) <b>DONE</b>
<b>Danielle Dulong Scholarship</b>	<p><b>Decision #2015-22:</b> Payout the \$500 scholarship, with the remaining \$77 to be used to cover the cost of closing out the fund</p> <p><b>Decision #2015-23:</b> In future, establish a term limit on memorial funds</p>	<b>Action #2015-14:</b> Contact Beth Turner about securing the consent of the Dulong family to close out the scholarship fund (Action by Andrea) <b>DONE</b>
<b>Report from the Grants Committee</b>	<p><b>Decision #2015-24:</b> Integrate KKN Small Grants Program with the BICF Community Impact Grants Program for a 2-year trial period.</p> <p><b>Decision #2015-25:</b> Table the discussion of BICF role on the BIM Grants Advisory Committee to a future meeting</p>	<p><b>Action #2015-15:</b> Confirm with KKN about BICF directly managing their Small Grants Program (Action by Andrea) <b>DONE</b></p> <p><b>Action #2015-16:</b> Circulate a copy of the Terms of Reference for the BIM Grants Advisory Committee (Action by Kristen) <b>DONE</b></p>

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TOPIC	DECISIONS	ACTIONS
Record of Meeting #2015-3 on March 24, 2015		
<b>Report from Chair</b>	<p><b>Decision #2015-26:</b> Proceed to the next step in the due diligence process, with the objective of securing a Fundraising Agreement with Smoothstone Foundation.</p> <p><b>Decision #2015-27:</b> Ask the medical community to step up to the plate.</p>	<p><b>Action #2015-17:</b> Work with Smoothstone to develop the terms of Fundraising Agreement (Action by Soren) <b>DONE</b></p> <p><b>Action #2015-18:</b> Meet with medical advisory group to define whether and what role they might potentially play under the Smoothstone plan (Action by Soren) <b>DONE</b></p>
<b>Report from the Treasurer</b>	<p><b>Decision #2015-28:</b> Move the following fund amounts from the cash account to an interest-bearing investment account: HP = \$2272; CHAC = \$3494 and Sluggett = \$3401</p>	
<b>Report from Nomination Committee</b>	<p><b>Decision #2015-29:</b> Nominate Joanne Gassman to serve as a Director, effective as of the Annual General Meeting. &lt;Moved by Soren and seconded by Kathy&gt;</p>	
<b>BIM Grants Committee</b>	<p><b>Decision #2015-30:</b> The Board acknowledges our commitment to BIM to provide a permanent representative on the BIM Grants Committee, accepts the BIM Terms of Reference, and will name a replacement appointee for Joyce Ganong at the April 28 meeting of the Board &lt;Move by Soren and seconded by Colleen&gt;</p>	<p><b>Action #2015-19:</b> Recommend a nominee for the BIM Grants Committee (Action by BICF Grants Committee) <b>NOT DONE</b></p> <p><b>Action #2015-20:</b> Write a letter and suggest to Smoothstone Foundation and Hawthorne Foundation (and potentially others?) that an annual meeting of foundations be convened (Action by Soren) <b>DONE</b></p>
<b>AGM</b>		<p><b>Action #2015-21:</b> Provide Jennifer Hall with names of prospective invitees (Action by ALL) <b>DONE</b></p>
<b>Maggie Cumming</b>	<p><b>Decision #2015-31:</b> Respond to queries with a simple statement: "We are not accepting grant applications in 2015."</p>	
<b>Communications Committee</b>	<p><b>Decision #2015-32:</b> Form a Communications Committee comprised of Neil and Jenn, and task them development of a Communication Plan.</p> <p><b>Decision #2015-33:</b> Issue BICF Newsletter #2 in May</p>	<p><b>Action #2015-22:</b> Provide Neil &amp; Jenn with content for Newsletter #2 by the end of April (Action by all committees) <b>DONE</b></p>
<b>Howe Sound Neighbourhood</b>	<p><b>Decision #2015-34:</b> Offer to share the "Vital Conversations story" at a future gathering of the foundations.</p>	
<b>Report from the Grants Committee</b>	<p><b>Decision #2015-35:</b> Grants Committee to bring forward a recommendation on reallocation of the BAA grant proceeds and a funding strategy for the proposed Neighbourhood Grants idea.</p> <p><b>Decision #2015-36:</b> A grant application from Tourism Bowen Island should be submitted in accordance with the protocol and funding cycle established by BICF.</p>	

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Record of Meeting #2015-4 on April 28, 2015		
<b>Strategic Planning Session</b>	<b>Decision #2015-37:</b> Conduct a Strategic Planning Session for the Foundation Board on Friday, June 5 <sup>th</sup> from 12pm to 5pm at the Rede Boardroom at Artisan Square.	<b>Action #2015-23:</b> Book Rede Boardroom for June 5 (Action by Andrea) <b>DONE</b>  <b>Action #2015-24:</b> Distribute session outline and any prework by Monday, June 1 <sup>st</sup> (Action by Andrea) <b>DONE</b>
<b>Report from the Treasurer</b>	<b>Decision #2015-38:</b> Present the Financial Statements (with the addition of notes as discussed) at the AGM.	<b>Action #2015-25:</b> Finalize Financial Statements for presentation at the AGM (Action by Kristen). <b>DONE</b>
<b>Report from the Communications Committee</b>	<b>Decision #2015-39:</b> Submit article to The Undercurrent introducing the community to our individual Board members.	<b>Action #2015-26:</b> Email Jen H and Neil with any requested changes to the Meet our Board Members by Friday May 1 <sup>st</sup> . (Action by all Board members) <b>DONE</b>
<b>Report from the Youth Advisory Committee</b>		<b>Action #2015-27:</b> Finalize the BI Youth Council Terms of Reference to present for approval at the May meeting (Action by Jen P, Soren, and Neil). <b>DONE</b>
<b>Report from the Chair</b>	<b>Decision #2015-40:</b> Include the issue of the Foundation's role in fundraising for capital projects at the June 5 <sup>th</sup> strategic planning session.	<b>Action #2015-28:</b> Ensure that the topic of the Foundation's role in fundraising for capital projects is included in the outline of the June 5 <sup>th</sup> strategic planning day. (Action by Andrea in consult with others) <b>DONE</b>

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Record of Meeting #2015-5 on May 26, 2015		
<b>Annual General Meeting</b>	<p><b>Decision #2015-41:</b> Consider an alternative venue for 2016 AGM</p> <p><b>Decision #2015-42:</b> Select April 21 or 28 for 2016 AGM, subject to venue availability</p>	
<b>Calgary Conference</b>	<p><b>Decision #2015-43:</b> Replace “Giving Back to Bowen” with a new slogan</p>	
<b>Report from Grants Committee</b>	<p><b>Decision #2015-44:</b> Danielle Dulong Scholarship - terminate the fund. (Moved by Andrea and seconded by Soren)</p> <p><b>Decision #2015-45:</b> Maggie Cumming Scholarship – approve payment of \$1000. (Moved by Andrea and seconded by Soren)</p> <p><b>Decision #2015-46:</b> Golf Course Scholarship – because BICF has no role in the process, simply post information about the annual winner on the BICF website.</p> <p><b>Decision #2015-47:</b> Grants Committee will develop a process and criteria for a Scholarship Committee for consideration by KKN</p>	<p><b>Action #2015-29:</b> Post letter on Board page about closing of Dulong scholarship fund (Action by Andrea) <b>NOT DONE</b></p>
<b>Report on Youth Council</b>	<p><b>Decision #2015-48:</b> Approve the Youth Council Terms of Reference. (Moved by Soren and seconded by Joanne)</p>	
<b>Report from Donors Committee</b>	<p><b>Decision #2015-49:</b> Develop a concept for a “Donor Fundraising Event”</p>	

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Record of Meeting #2015-6 on June 23, 2015		
<b>Electronic Decisions</b>	<p>Be it resolved:</p> <ol style="list-style-type: none"> <li>1) The 2015 Scholarship recipient of the Maggie Cumming Award of \$1000 is Sophie Parke. A cheque in that amount to be provided to Capilano University to the account of the recipient.</li> <li>2) The 2015 Scholarship recipient of the Aaron Sluggett Award of \$1000 is Brenna Rosen. A cheque in that amount to be provided to Capilano University to the account of the recipient.</li> </ol> <p>Moved by Soren &amp; seconded by Kim on June 9, 2015.</p>	
<b>Report from Chair</b>	<p><b>Decision #2015-50:</b> Register a BICF team to play in the Orchard golf tournament</p> <p><b>Decision #2015-51:</b> Hold AGM at Rivendell venue on Thursday, April 21, 2016</p> <p><b>Decision #2015-52:</b> Find an appropriate way to tell the Valhalla good news story (it is not the size of the donation, it is the thought behind it)</p>	
<b>Report from the Treasurer</b>	<p><b>Decision #2015-53:</b> Recognize that BICF will need to transition to a paid Executive Director to do the work of the Foundation as and when the total endowment approaches \$2M.</p>	
<b>Report from Donors Committee</b>	<p><b>Decision #2015-54:</b> Proceed with implementation of a 3-step action plan for 2015 Giving Campaign:</p> <ol style="list-style-type: none"> <li>a) Invite a “baker’s dozen” (13) representing a broad community cross-section</li> <li>b) Delegate responsibility to the Donors Committee to select 13 ambassadors</li> </ol> <p>Complete the selection process by September</p> <p><b>Decision #2015-55:</b> Launch 2015 Giving Campaign with a wine &amp; cheese event at Artisan Eats</p>	<p><b>Action #2015-30:</b> Suggest names for “Friends of the Foundation Ambassadors”, as well as thoughts on “For Bowen...Forever”, to the Donors Committee (Action by ALL) <b>DONE</b></p> <p><b>Action #2015-31:</b> Confirm availability of Artisan Eats for wine &amp; cheese party once a date is selected by the Donors Committee (Action by Jennifer Hall) <b>DONE</b></p>
<b>Report from Communication Committee</b>	<p><b>Decision #2015-56:</b> Re-build the website so that it is “mobile friendly”</p> <p><b>Decision #2015-57:</b> Establish a budget for a professional re-build of the website.</p> <p><b>Decision #2015-58:</b> Initiate a discussion with Dr. Ted Spear and representatives of IPS about the process of implementation of the Bursary and the BICF's current mandate to address needs of Bowen Islanders.</p> <p><b>Decision #2015-59:</b> Feature both a large and small donor in each newsletter.</p>	<p><b>Action #2015-32:</b> Meet with IPS to discuss the process of implementation of the Bursary and the BICF's current mandate to address needs of Bowen Islanders (Action by Soren) <b>DONE</b></p>

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Record of Meeting #2015-6 on June 23, 2015		
<b>Maggie Cumming Endowment</b>		<p><b>Action #2015-33:</b> Meet with Kathy Lalonde to initiate action vis-a-vis the BIM Greenways Committee (Action by Kim &amp; Soren) <i>Will schedule after Board adopts policy</i></p> <p><b>Action #2015-34:</b> Define the scope of trails mapping and/or related work that might potentially be funded by the Maggie Cumming Endowment (Action by Kim &amp; Soren) <b>DONE</b></p>
<b>Report from Grants Committee</b>	<p><b>Decision #2015-60:</b> Approve payout of grant monies on the Knick Knack Nook's behalf to Bowen Island Community School (\$3750), Bowen Island Arts Council (\$1245) and Bowen Island Rotary Club (\$680) on receipt of \$5731.75 (\$5675 + 1% admin fee) from the Knick Knack Nook.&lt;Moved by Andrea &amp; Seconded by Soren&gt;</p> <p><b>Decision #2015-61:</b> Ask Knick Knack Nook to provide \$10K annual grant for the Helping Hand Fund (in lieu of BICF providing this amount from funds raised through Giving Fund)</p>	<p><b>Action #2015-35:</b> Write letter to Knick Knack Nook suggesting that they provide the \$10K annual grant for Helping Hand Fund (Action by Andrea)</p> <p><b>Footnote:</b> <i>Andrea spoke to Donna informally and was informed that money is tight because of the KKN extension that is in progress. It may be best to wait and see how things unfold in the near term.</i></p>
<b>Decisions &amp; Actions</b>		<p><b>Action #2015-36:</b> Compile a summary of the 'Decisions &amp; Actions' for the period Jan-Jun 2015 for review at the July meeting (Action by Kim) <b>DONE</b></p>



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Record of Meeting #2015-7 on July 28, 2015		
<b>Action Plan</b>	<b>Decision #2015-62:</b> <i>Develop approach to capital campaigns</i> - Approach this as a governance issue. Other priorities in this section also fall under governance and will be considered by a newly struck Governance Committee.	<b>Action #2015-37:</b> Strike a Governance Committee to review priorities under Pillar C (A Strong Foundation). <b>DONE</b>
<b>Web Update</b>		<b>Action #2015-38:</b> All Board members asked to send any Bowen photos to Julia to be reviewed as possible additions to the site. <b>STILL WAITING</b>
<b>Report from Grants Committee</b>		<b>Action #2015-39:</b> The Grants Committee will proceed with notifications as discussed. <b>DONE</b>
<b>Report on Youth Council</b>		<b>Action #2015-40:</b> Kristen will set up a new Bowen Youth Council Fund with \$5600 from the Community Impact Fund (The amount designated for youth), \$5000 from the youth donor, and \$200 from Jen P.'s award. <b>DONE</b>
<b>Report from Donor Committee</b>		<b>Action #2015-41:</b> Soren will write to the Ambassadors from last year (Ian Thompson and Anne Silberman) to thank them and explain plans for this year. <b>DONE</b> <b>Action #2015-42:</b> Jen H will send revised note to the Ambassadors to confirm the date change of the launch to October 20. <b>DONE</b>
<b>Report from Treasurer</b>		<b>Action #2015-43:</b> Kristen will send Julia the First Credit Union digital form for pre-authorized payments; then Julia will post on the website <b>NOT DONE</b>
<b>Event for Helping Hand Fund</b>		<b>Action #2015-44:</b> Jen H to create a Facebook event on the BICF page for the Helping Hand fundraiser; Andrea to Tweet to promote event. <b>DONE</b>
<b>Governance Session for Bowen Island Societies</b>		<b>Action #2015-45:</b> Soren will write to David McCullum to ask him if he would consider proposing this project via a grant application in the next granting round. <b>DONE</b>
<b>Next Meeting</b>		<b>Action #2015-46:</b> Date of September Board meeting was changed in order to accommodate the grant cycle <b>DONE</b>

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Record of Meeting #2015-8 on September 29, 2015		
<b>Six String Nation</b>	<b>Decision #2015-63:</b> BICF participation will be the Youth Council, subject to the youth doing their own fundraising.	
<b>Dulong Scholarship</b>	<p><b>Decision #2015-64:</b> Pay \$500 from the Community Impact Fund to UBC-Okanagan University on behalf of Ginger Rose</p> <p><b>Decision #2015-65:</b> Establish a time limit for payment of scholarships</p>	<p><b>Action #2015-47:</b> Pay \$500 from the Community Impact Fund to UBC-Okanagan University on behalf of Ginger Rose (Action by Kristen) <b>DONE</b></p> <p><b>Action #2015-48:</b> Recommend a time limit for payment of scholarships (Action by Grants Committee) <b>DONE</b></p>
<b>Report from the Treasurer</b>	<p><b>Decision #2015-66:</b> Investigate how BICF could implement an automated system for donation notifications</p> <p><b>Decision #2015-67:</b> Encourage online donations to reduce the manual workload for processing receipts</p>	
<b>New Society Act</b>	<p><b>Decision #2015-68:</b> A future action will be to adopt the new regulations</p> <p><b>Decision #2015-69:</b> Consider organizing a seminar to inform and educate other societies on Bowen</p>	<b>Action #2015-49:</b> Talk to the lawyer at Bull Housser Tupper about conducting a Society Act seminar on Bowen (Action by Soren) <b>DONE</b>
<b>Report from Grants Committee</b>	<p><b>Decision #2015-70:</b> Implement quarterly reporting by grant recipients. Request photos for use in newsletters.</p> <p><b>Decision #2015-71:</b></p> <p><b>Recommendation #1</b> – Approve \$27,500 from Community Impact Fund for Clean Energy Canada, Bowen Island Public Library Foundation, Tir-na-nOg Theatre School Society, Bowen Island Municipality (Bowen Island Football Club)</p> <p><b>Recommendation #2</b> – Approve \$1800 from Maggie Cumming Endowment to be paid to Bowen Island Public Library Foundation</p> <p><b>Recommendation #3</b> – Invite one sport subsidy application per year</p>	<b>Action #2015-50:</b> Produce a story for publication in the newsletter (Action by Grants Committee) <b>DONE</b>
<b>Vancouver Community Foundation</b>	<b>Decision #2015-72:</b> Adapt the VCF concept and implement the concept of cumulative donors to reach \$100K in total. Our sound-bite would be: “We have a dollar matching program”	
<b>Report from Governance Committee</b>		<b>Action #2015-51:</b> Provide Soren with feedback on the Draft Policy Updates by October 13, 2015 (Action by ALL) <b>DONE</b>